Institution Administrator Meeting
How to's for CIS

LEARNING OBJECTIVES

1. Learn where to find Class 1 course listings
2. How to enter a Class 1 course in CIS
3. Understanding why you can not see a "completed" class from your institutions main page
4. Adding classes marked "ANY' for certification level
5. How to help providers find available classes in CIS

MATERIALS & EQUIPMENT CHECKLIST:

1. Learning Topic Guide
2. PowerPoint presentation
3. Computer
4. Projector
5. Sign in sheet

Institution Administrator Meeting

How to use the Class 1 listing and proper entry of information in CIS

Notes:

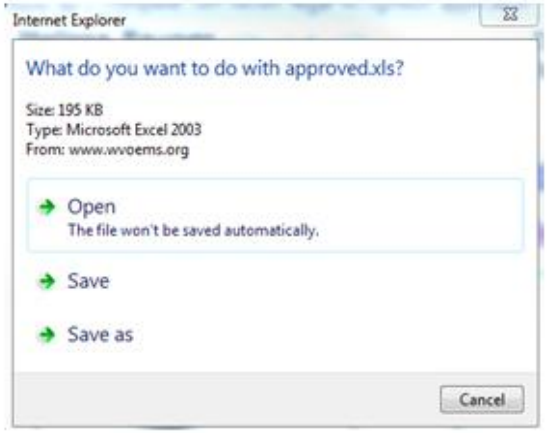
The information we are about to go over is essential for you and any instructor you allow to enter classes in CIS. Adding courses in CIS will need to be done a specific way moving forward or the instructor will be asked to provide additional information. This may cause a delay or denial of the course. If you would like a copy of this information to share with your instructors, please feel free to email your request and I will send this back in an email.

Class 1 Course Listing

Notes:

The first thing I would like to look at is where to find the Class 1 course listing. This can be found as a hyperlink on the front page of the WVOEMS website. Once you find it, you will want to click on the link to bring up an option box.

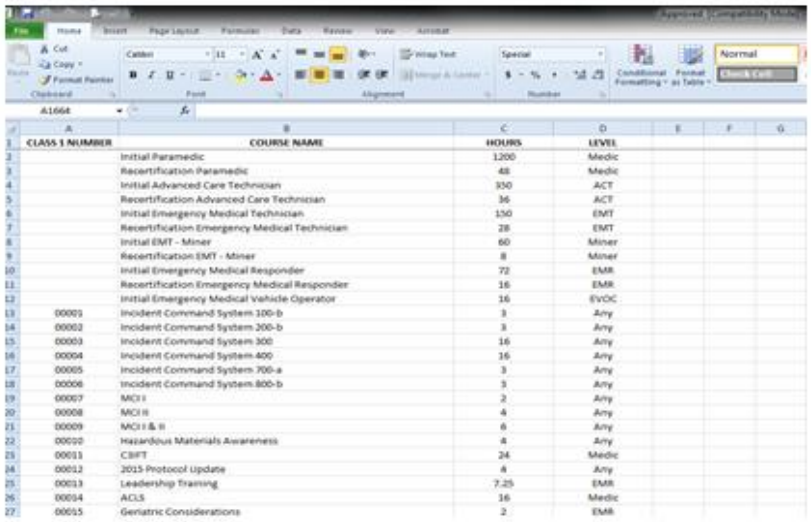
Class 1 Course Listing



Notes:

As you can see there are three choices in the option box. I would recommend that you choose "open". The reason I say this is because the list is updated every morning at about 0500. Any newly approved courses put in would show up the next morning. If you save or print a copy to work from, you may be missing out on an opportunity for a new class.

Class 1 Course Listing



CLASS 1 NUMBER	COURSE NAME	HOURS	LEVEL
	Initial Paramedic	1200	Medic
	Recertification Paramedic	48	Medic
	Initial Advanced Care Technician	350	ACT
	Recertification Advanced Care Technician	36	ACT
	Initial Emergency Medical Technician	150	EMT
	Recertification Emergency Medical Technician	28	EMT
	Initial EMT - Miner	60	Miner
	Recertification EMT - Miner	8	Miner
	Initial Emergency Medical Responder	72	EMR
	Recertification Emergency Medical Responder	16	EMR
	Initial Emergency Medical Vehicle Operator	16	EVOC
00001	Incident Command System 100-b	3	Any
00002	Incident Command System 200-b	3	Any
00003	Incident Command System 300	16	Any
00004	Incident Command System 400	16	Any
00005	Incident Command System 700-a	3	Any
00006	Incident Command System 800-b	3	Any
00007	MCI I	2	Any
00008	MCI II	4	Any
00009	MCI I & II	6	Any
00010	Hazardous Materials Awareness	4	Any
00011	CBFT	24	Medic
00012	2015 Protocol Update	4	Any
00013	Leadership Training	7.25	EMR
00014	ACLS	16	Medic
00015	Geriatric Considerations	2	EMR

Notes:

Once you have opened the file, you will see an excel spread sheet with four columns. The first column will have the Class 1 course number. This number will always be five (5) digits long. The second column will have the name of the course just as it should appear in your CIS request. Column three has the number of hours that have been awarded for the class. Keep in mind that the number of hours awarded does not always match the number of hours a person may spend in class. Examples of this may include a 16 hour EVOC class that has 1 participant. If the participant does the 8 hours of classroom learning and spends 4 hours in the drivers seat before sign off, they only have 12 hours in the class but get credit for 16. On the other hand, if a person takes a fire related class that is 8 hours long and the medical portion is only 3 hours, they may only get 3 hours of credit for their 8 hour day. A class must be at least 30 minutes and can be done in 15 minute increments after that.

Class 1 Course Listing

8	01286	Pre-Hospital Research	1.5	EMT
9	01287	VFIS - EVOC	16	ANY
0	01288	RESA - EVOC	16	ANY
1	01289	Bob Page - 12 Lead EKG Workshop	7	Medic
2	01290	EMS in Urban Search and Rescue	1.5	ANY
3	01291	Documentation Clinic	4	EMT
4	01292	Community Paramedicine	1.5	Medic
5	01293	Vehicle Extrication & Basic Scene Care	7.5	ANY
6	01294	EMS Response to the Fire Scene	1.5	ANY
7	01295	Pseudo Infarction Patterns	1.5	Medic
8	01296	Essentials of Simulation	3.5	ANY
9	01297	Basic STEMI Recognition	3	Medic
0	01298	Beyond STEMI Basics	4.5	Medic
1	01299	WV Child Advocacy Network Conference 2016	11.25	ANY
2	01300	CCT Refresher	14	CCT
3	01301	ACT Bridge Course	1	ACT
4	01302	Pediatric Assessment	1.5	ANY
5	01303	Pediatric Poisoning - Just one pill can kill	1.5	Any
6	01304	Introduction to Safety-Ground Academy	1.5	Any
7	01305	Fatigue Recognition and Management	1.5	Any
8	01306	Strees Recognition and Management		Any
9	01307	Threat and Error Management		Any
0	01308	Imminent Delivery	1.5	Any
1	01309	Lifting and Moving Patients with Lab	4	EMT
2	01310	Airway Skills Lab	4	EMT
3	01311	Airway - A&P and Assessment	4	EMT
4	01312	Vital Signs - Obtaining, Understanding, Imprta	4	EMT
5	01313	ALS Skills Evaluation	6	Medic
6	01314	CCT Skills Evaluation	6	MCCRN
7	01315	Randolph Mantooth	1	EMT

Notes:

The fourth column has the level of training accepted. As you can see from this list, there are several levels available. You may also see the “ANY” level listed. For classes listed at “ANY” level, they may be entered into CIS at the EVOC level for approval. If a class is listed for “EMT”, it must be put into CIS at the “EMT” level for approval. If it is put in at any other level, it will be denied. If you have reason to believe that a class should be at another level, please feel free to submit your information as if it were a Class II course and we will review it. If approved, it will get it’s own Class 1 course number.

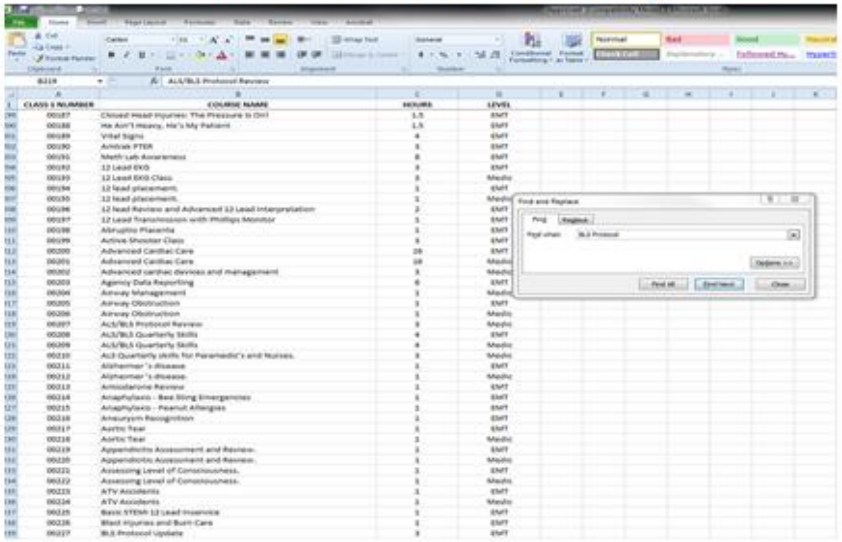
Class 1 Course Listing

10	00058	Chill Out: Hypothermia 2 sides to the story	2	Any
11	00059	Just the Basics: Pharmacology for the Basic EMT	2	EMT
12	00060	I've Got a Crush on You: Crush Injuries	2	EMT
13	00061	Fire and EMS Legal Issues	4	Any
14	00062	Patient Movement	1.5	EMT
15	00063	IDC for Dow/Bayer Corp.	2	Dow/Bayer Only
16	00064	Trauma: Head and Spine	2	EMT
17	00065	Ebola	2	EMT
18	00066	Cold Weather Emergencies	4	EMT
19	00067	ITLS	16	EMT/ACT/Medic
20	00068	Cardiac Emergencies Basic	1	EMT
21	00069	R10 (No Longer Being Used)	10	Medic
22	00070	Scabies Inservice	0.5	EMT
23	00071	Medical Patient Assessment	2	Any
24	00072	Cardiac Emergencies	2	EMT
25	00073	HazMat - Decontamination Systems	4	EMT
26	00074	Trauma - Chest and Abdomen	2	EMT
27	00075	Patient Assessment	2	EMT
28	00076	Neurologic Emergencies	2	EMT

Notes:

As you can see in this example, the R10 class has a special note next too it. The note indicates that the class is no longer being used. If you see this in the course name, we will not approve the class. There are also notes on some that indicate the class is an online course. The hours listed for that course will all count against a providers 50% online education. You may also see a split time next to the name that indicates a hybrid course. Only the assigned online hours will count against the 50% online education.

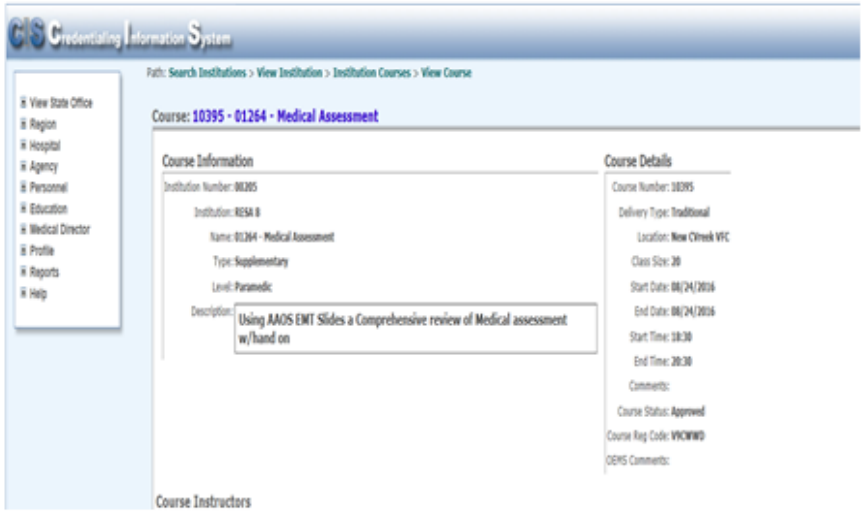
Class 1 Course Listing



Notes:

On this page we are taking a look at a quick way to navigate the spread sheet. By holding the CTRL or “control key” and pushing the letter “F” on your keyboard, you can open the “find” feature. Once the box opens, you can type the name or partial name of a class and when you hit “enter” it will search for the class and highlight the box around the class. By hitting “enter” again or clicking on “find next”, it will move to the next class that matches the name you typed.

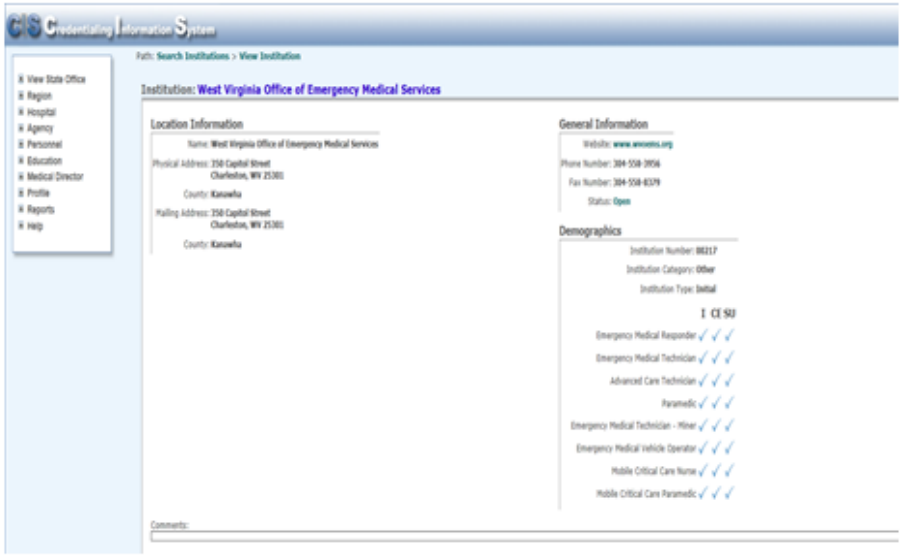
Entering a Class 1 Course in CIS



Notes:

Lets look at how to enter the Class 1 information into CIS properly for approval. This is a good example of how the information should look when properly completed. Some of your instructors are getting this done properly every time and some are not doing too well at all. Once the information has been provided, we will expect to see these classes entered properly for quick approval. This information is not only going to make for quick class approval, but if you are going to be signing off on the certification packets for individuals, by having the class one number in the name, you will have a quick reference to the total hours awarded for the class and quickly decide if an provider is ready to certify or not.

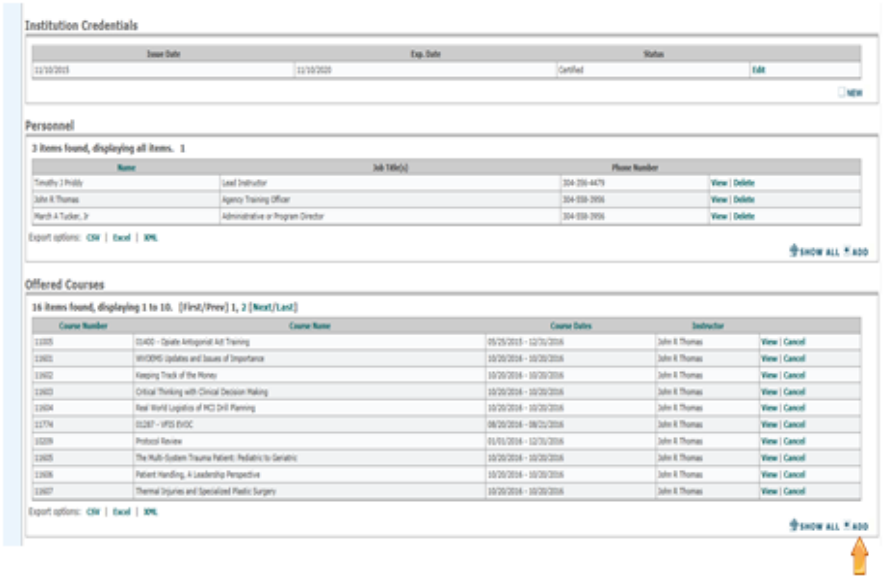
Entering a Class 1 Course in CIS



Notes:

The first thing you will want to do is open the page for your institution. It will show some general information about the institution at the top.

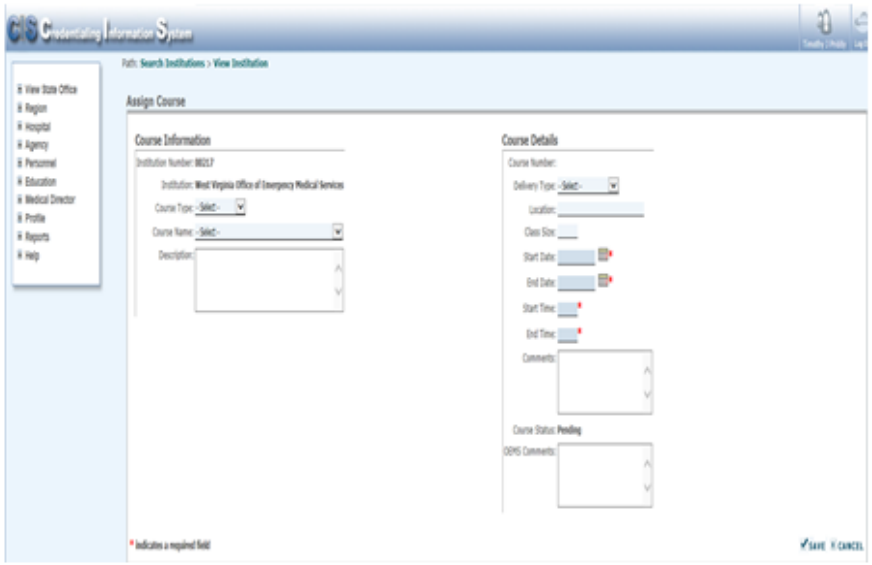
Entering a Class 1 Course in CIS



Notes:

At the bottom of the screen will be a section called “Offered Classes”. At the bottom of that are the options of “Show All” and “Add”. To enter a new class, click “Add”.

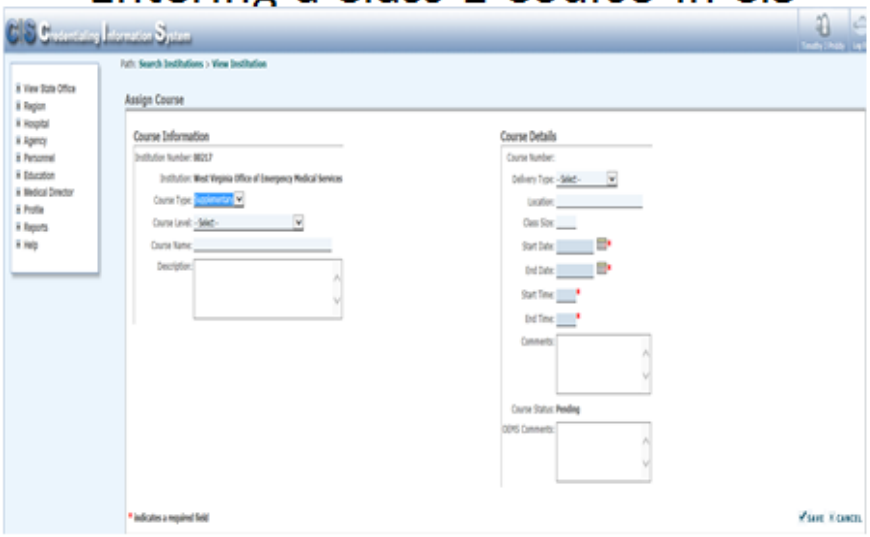
Entering a Class 1 Course in CIS



Notes:

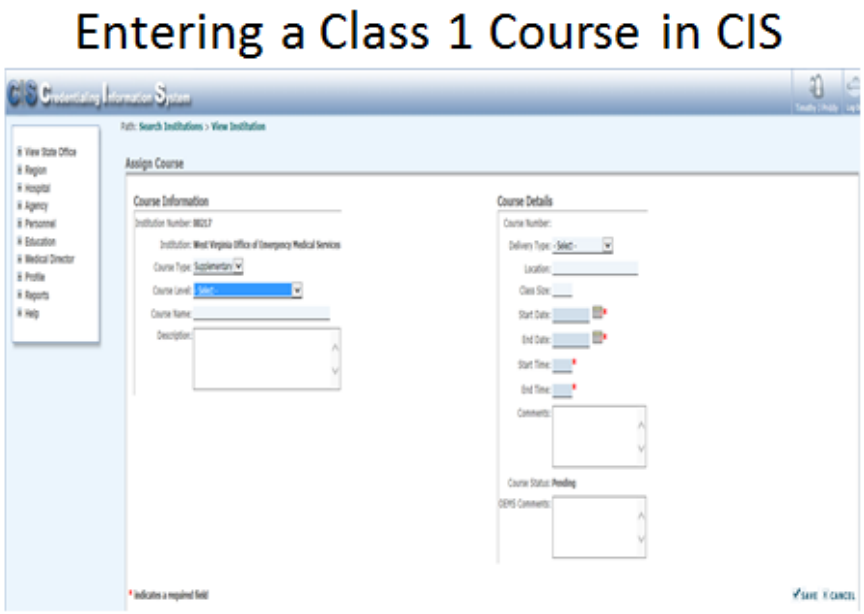
The next screen will provide you with options for entering information based on the class you are wanting to present.

Entering a Class 1 Course in CIS



Notes:

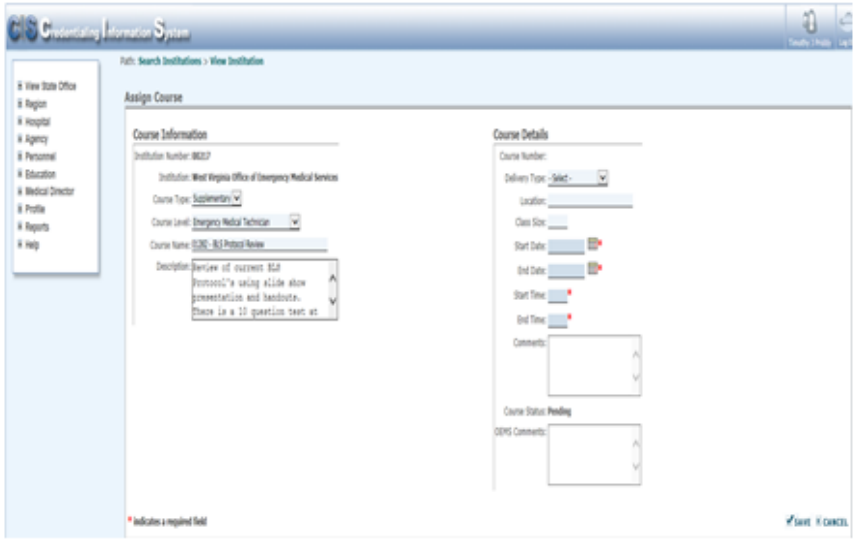
Any class that is not an Initial class or a structured recertification class (the full 12 hour EMR, 28 hour EMT, 36 hour ACT or 48 hour Medic) will be added as “Supplementary”. You will use the drop down menu in the course type to select “Supplementary”.



Notes:

Next you will select the course level from the drop down menu. The options available here may vary by institution but could include Emergency Medical Vehicle Operator, Emergency Medical Responder, Emergency Medical Technician – Miner (no longer an option to use), Emergency Medical Technician, Advanced Care Technician, Paramedic, Mobile Critical Care Paramedic and Mobile Critical Care Nurse. Please be sure to reference the "level" on the class 1 listing. If your request does not match the listing, your class may be denied.

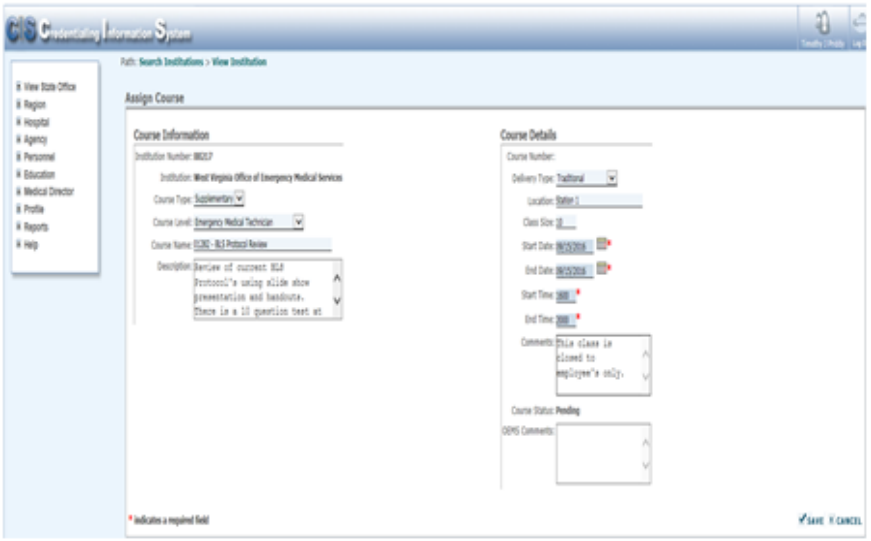
Entering a Class 1 Course in CIS



Notes:

Now comes the course name. The course name for any Class 1 course will begin with a five (5) digit number. The number may be followed by a hyphen and then the class name. The number and name can be copied and pasted from the Class 1 listing but must match. Any questions about the class information (missing numbers, missing names or mismatched information) may cause a delay or denial of the class. You will also need to provide a brief description of the class you are going to hold. In this example I added the description of "Review of current BLS Protocol's using a slide show presentation and handouts. There is a 10 question test at the end of the class".

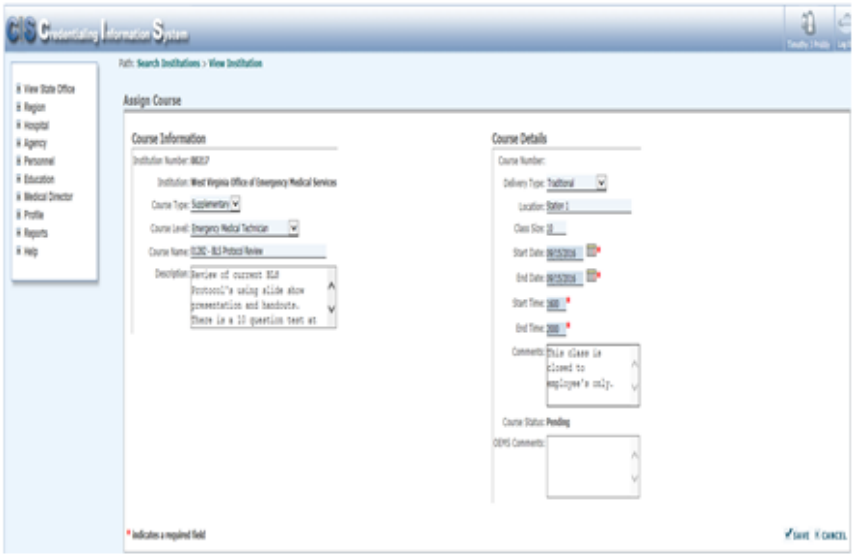
Entering a Class 1 Course in CIS



Notes:

On the right side of the screen is the course details section. I have entered several fields for this slide. The delivery type will vary depending on what type of training you are doing. Typically training will be Traditional (stand up), Hybrid (a mix of stand up and online) or Online. Please be sure to mark your delivery type accurately. The location is an open text field. You will need to enter the exact location. If you are doing the same class in different locations please enter a new class for each location. Next you will see class size. Again this is an open field for numbers. You will want to limit your class size to the location and number of students the instructor(s) can handle.

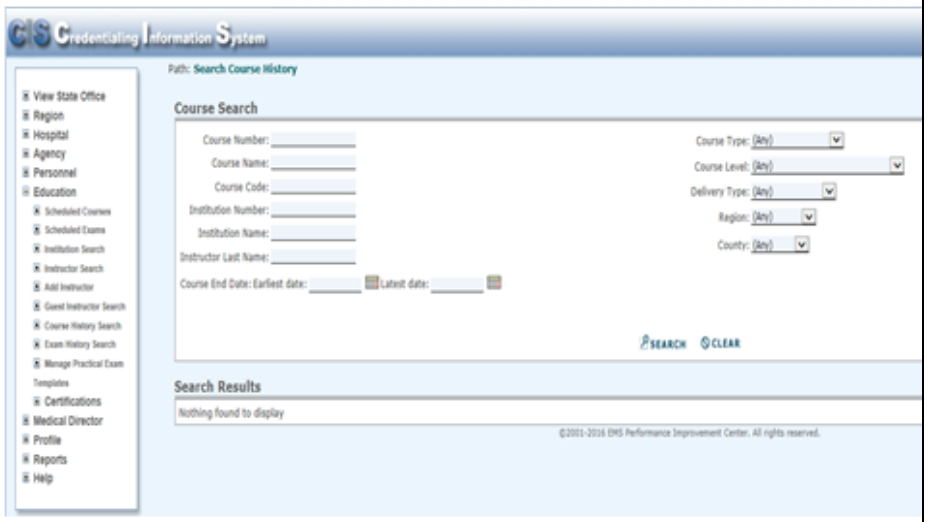
Entering a Class 1 Course in CIS



Notes:

Start and end dates should be a direct reflection of what you are going to do in the class. Please be accurate and keep in mind once the class is approved anyone with a CIS account can search and examine the details of your class. If they are needing to attend that class somewhere, you may save them a phone call. If dates changes, please send me an email and I will change them for you. **WITH THE EXCEPTION OF INITIAL CLASSES, CLASSES WILL NO LONGER BE APPROVED FOR MORE THAN 90 DAYS.** Start and end times are equally as important. Please be accurate as people are counting on these to manage their schedule. The last section to fill out is the optional comments. This is where you can add details about class times or even indicate that a class is closed to a certain agency or company.

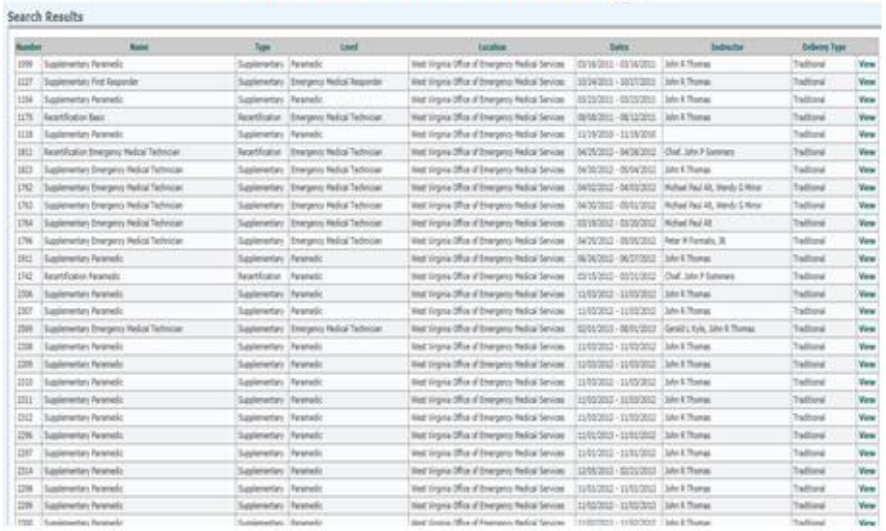
My class is missing!



Notes:

I am sure we have all had this experience. You open CIS to look at a class, maybe grade a student and the class is no longer on your list. When you go to "scheduled courses" and type in the class number, nothing appears. I have had a couple of these calls since we last got together and figure I better address it. The class disappeared because it is now "completed". A class will automatically change to a completed status (as apposed to the approved status) 60 days after the class ends. You can still get to a screen that will show you the class information including the roster, but you will no longer be able to change, add or edit the class. To see the class, click on the "education" dropdown on the left and select "course history search". When you do, this screen appears. You can search by class number, name or code. You can use the institution name or number or even look by instructor!

My class is missing!


Search Results

Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type	
1099	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	03/16/2011 - 03/16/2011	John R Thomas	Traditional	View
1127	Supplementary First Responder	Supplementary	Emergency Medical Responder	West Virginia Office of Emergency Medical Services	10/24/2011 - 10/27/2011	John R Thomas	Traditional	View
1154	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	03/23/2011 - 03/23/2011	John R Thomas	Traditional	View
1175	Recertification Basic	Recertification	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	08/08/2011 - 08/12/2011	John R Thomas	Traditional	View
1118	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/19/2010 - 11/19/2010		Traditional	View
1811	Recertification Emergency Medical Technician	Recertification	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	04/25/2012 - 04/28/2012	Chief. John P Summers	Traditional	View
1823	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	04/30/2012 - 05/04/2012	John R Thomas	Traditional	View
1762	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	04/02/2012 - 04/03/2012	Michael Paul Alt, Wendy G Hiner	Traditional	View
1763	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	04/30/2012 - 05/01/2012	Michael Paul Alt, Wendy G Hiner	Traditional	View
1764	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	03/19/2012 - 03/20/2012	Michael Paul Alt	Traditional	View
1796	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	04/25/2012 - 05/05/2012	Peter H Formato, JR	Traditional	View
1911	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	06/26/2012 - 06/27/2012	John R Thomas	Traditional	View
1742	Recertification Paramedic	Recertification	Paramedic	West Virginia Office of Emergency Medical Services	03/15/2012 - 03/15/2012	Chief. John P Summers	Traditional	View
2306	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2307	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2309	Supplementary Emergency Medical Technician	Supplementary	Emergency Medical Technician	West Virginia Office of Emergency Medical Services	02/01/2013 - 08/01/2013	Gerald L Kyle, John R Thomas	Traditional	View
2308	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2309	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2310	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2311	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2312	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/03/2012 - 11/03/2012	John R Thomas	Traditional	View
2296	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/01/2012 - 11/01/2012	John R Thomas	Traditional	View
2297	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/01/2012 - 11/01/2012	John R Thomas	Traditional	View
2314	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	12/05/2012 - 02/21/2013	John R Thomas	Traditional	View
2298	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/01/2012 - 11/01/2012	John R Thomas	Traditional	View
2299	Supplementary Paramedic	Supplementary	Paramedic	West Virginia Office of Emergency Medical Services	11/02/2012 - 11/02/2012	John R Thomas	Traditional	View

Notes:

For this example I selected to add the institution number. The WVOEMS number is 00217. Once I added that, it takes a few moments to gather the information but, then you get a screen similar to this. As you can see, it will list the classes starting with the lowest CIS number. You can sort this by any of the parameters listed in green at the top of the matrix (Number, Name, Type Etc.) In the far right column is the word “view” for each class. By clicking on that, you can see the details of the class once again.

My class is missing!

Notes:

Here are the details of one example. Notice on the bottom right column where it says “course status”. It is showing completed. This means that there is no longer access by instructors or institutions to the class. It has become a “read only” document. There is a way to re-approve the class. It requires you to email me the details (what class number and why it needs to be opened). If you want add students to a completed class, I will need the names and certification numbers for each student. Typically we can make the adjustments within 24 hours of your request.

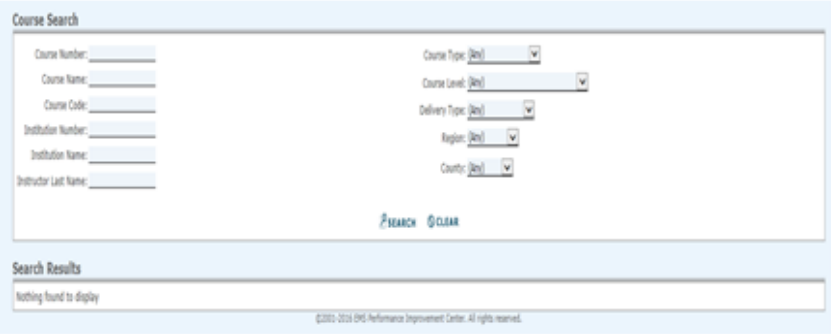
The "ANY" level class

	A	B	C	D
1	CLASS 1 NUMBER	COURSE NAME	HOURS	LEVEL
1376	01364	Zoll Medical 12-Lead EKG	4	Medic
1377	01365	Zoll Medical 12-Lead EKG for the EMT	4	EMT
1378	01366	Understanding End Title CO2 Monitoring	1	ACT
1379	01367	STEMI and 12 Lead ECG Conference	7	Medic
1380	01368	Chemical Suicide	1	EMT
1381	01369	Sudden Unexpected Infant Death	1	EMT
1382	01370	Transferring the Right Way	2	ANY
1383	01371	ACLS Day 1	8	Medic
1384	01372	ACLS Day 2	8	Medic
1385	01373	PEPP Day 1	8	ANY
1386	01374	PEPP Day 2	8	ANY
1387	01375	PHTLS Day 1	8	ANY
1388	01376	PHTLS Day 2	8	ANY
1389	01377	Defensive Tactics For EMS Day 1	8	ANY
1390	01378	Defensive Tactics For EMS Day 2	8	ANY
1391	01379	Crush Injuries	1	ANY
1392	01380	Blunt Chest Trauma	1	ANY
1393	01381	Abdominal Trauma	1	ANY
1394	01382	Agricultural HazMat: EMS Response	1	ANY
1395	01383	ITLS Refresher	8	Medic
1396	01384	EMT Recertification Day 1	4	EMT
1397	01385	EMT Recertification Day 2	4	EMT
1398	01386	EMT Recertification Day 3	4	EMT

Notes:

Classes that are marked "ANY" in the Level column can be taken by any provider at any level. When you enter one of these classes into CIS for approval, you may enter this at the lowest level possible (EMVO). This will ensure that any person taking the class can be added to the roster and graded. All certified (or initial students taking additional classes like MCI, CPR and HazMat) will receive credit equal to their level. Before a class that is submitted for class 1 review gets marked at the "ANY" level, it is reviewed and approved for all levels.

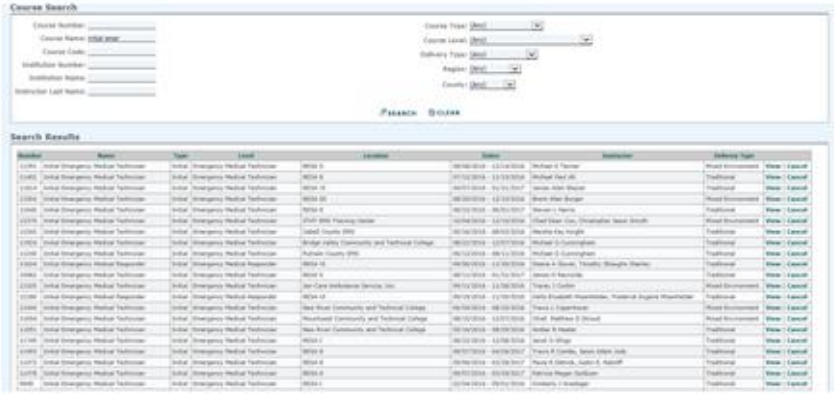
How do I find current classes?



Notes:

I am sure we all get this question a lot. A provider wants to take a class but isn't sure how to find one. CIS can help! It is very simple and requires only a few steps. First you will select "Scheduled Courses" under the Education tab on the left side of the screen. This is available to every person with a CIS account. The screen shot you see here is what will come up for them.

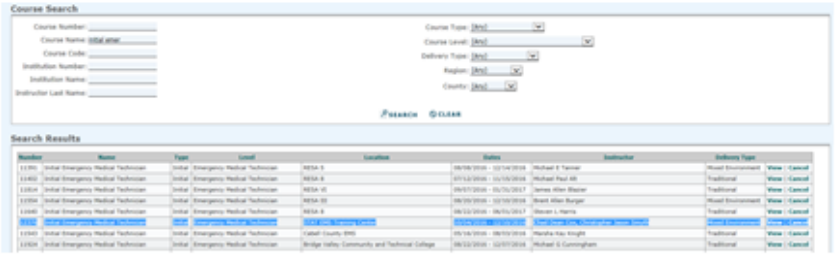
How do I find current classes?



Notes:

There are several ways to search the information. You can search by course number, course name, course code, institution number or name and even by the instructors last name. In this example, we are going to search by Course Name. Searching by course name allows you to add the entire course name or a partial name. As you can see, I have put in a partial course name (initial emer) once I clicked on “Search”, these are the results. This list is partial, but shows classes that are still in the “Approved” status in CIS. Some of these courses have already started or may have finished within the last 60 days.

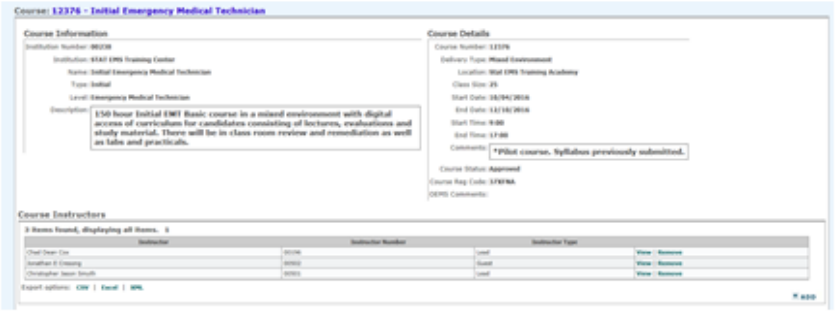
How do I find current classes?



Notes:

I have highlighted course 12376 which is an initial EMT class brought to us by our friends at STAT EMS. They have the next available start date for an initial EMT class. If a person is interested in additional information about this class, they need only click on the “view” tab on the right hand side.

How do I find current classes?



Notes:

Once they have clicked the “view” tab, more detailed information about the class will appear. This will let a person know where and when the class is. It will also provide information about the instructor and institution if they needed to contact someone for more information. The course registration code is available for them to see and use to register for the class through CIS.

Institution Administrator Meeting

If you need any additional information or would like a copy of this for your instructors, please email me at:

timothy.j.priddy@wv.gov

Notes:

Please feel free to contact me any time with your questions or comments.